

## PROPOSED ITINERARY OF OFFICIAL TRAVEL

**Name:** Dennis Matlock (3HS32)

**Social Security Number:** \_\_\_\_\_

**Destination:** Charleston Chemical Leak Site

**Dates of Travel:** March 19<sup>th</sup>, 2014

**Account #:** 2014 T 03W

**Travel Authorization Number:** \_\_\_\_\_

**Purpose Code:** \_\_\_\_\_

**Travel Justification:** Travel to Charleston, WV for continuing progress assessment and facility update meeting at the Freedom Industries Facility. Traveling in GOV vehicle. Day trip.

**Departing From:** Residence

### Anticipated Travel Items (Check All That apply):

\_\_\_\_\_ Hotel ( Nights) \$ \_\_\_\_\_ )

X Per Diem ( partial per diem - greater than 12 hour day )

\_\_\_\_\_ Airline Ticket (Amount \_\_\_\_\_ )

\_\_\_\_\_ Train Ticket

\_\_\_\_\_ Misc (Amount \$ \_\_\_\_\_ )  
(Tolls, parking, etc.)

X ATM Withdrawal ( \$20.00 )

\_\_\_\_\_ Rental Car

\_\_\_\_\_ POV (Number of Miles \_\_\_\_\_ )

Justification for POV: \_\_\_\_\_

X GSA Car ( \_\_\_\_\_ )

(Date and Time for Pick-Up \_\_\_\_\_)

(Date and Time for Return \_\_\_\_\_)

**SECTION CHIEF SIGNATURE FOR LOCAL TRAVEL:** \_\_\_\_\_

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